



Arnold Schwarzenegger
GOVERNOR

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

FIRST-TIME EXAMINATION APPLICATION

All first-time California candidates are required to complete this application and submit it to the LATC, along with sealed/official transcripts, Certification of Experience, and applicable fees. Please read the attached instructions for more information.

NAME: _____		
(Last)	(First)	(Middle)
KNOWN BY ANY OTHER NAME: _____		
(Include Maiden Name)		
ADDRESS: _____		
(Number and Street)		
CITY: _____	STATE: _____	ZIP CODE: _____
WORK PHONE: (_____) _____	HOME PHONE: (_____) _____	
EMAIL ADDRESS: _____		
BIRTHDATE (Month / Day / Year): _____		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
SOCIAL SECURITY #: _____		Preferred location for examination:
(See attached disclosures)		<input type="checkbox"/> Northern California <input type="checkbox"/> Southern California

LATC Administered Sections	Fee	Fee Included
The Application Evaluation Fee is required and non-refundable pursuant to Business and Professions Code Section 158	\$35.00	\$35.00
Section C - Site Design	\$290.00	
Section E - Grading, Drainage and Stormwater Management	\$290.00	
Payment must be included with Application:		
<ul style="list-style-type: none"> Money order, cashiers check or personal check must be made payable to the Landscape Architects Technical Committee/LATC. Credit cards are not accepted at this time. 		\$
<ul style="list-style-type: none"> Application must be postmarked no later than the applicable deadline posted on LATC's website at www.latc.ca.gov. Applications postmarked after the deadline will be reviewed for the next administration of the examination. 		

For Official Use Only	Receipt #	Date Received	Amount Received
-----------------------	-----------	---------------	-----------------

2420 Del Paso Road ♦ Suite 105 ♦ Sacramento, CA 95834

T 916.575.7230 ♦ F 916.575.7285

latc@dca.ca.gov ♦ www.latc.ca.gov

Have you ever been licensed to practice landscape architecture?

☐ Yes ☐ No

If yes, list the name of the state or country, license number and expiration date:

Have you ever had a landscape architect license denied, suspended, or revoked in any state or country? ☐ Yes ☐ No

If yes, please explain below:

EDUCATION:

High School Graduate: ☐ Yes ☐ No Graduation Date: _____

A Masters, Bachelors, Associate degree or an Extension Certificate in **Landscape Architecture** is required to be eligible for the licensing examination, in addition to training/experience.

COLLEGE OR UNIVERSITY <i>(Name and Location)</i>	COURSE OF STUDY	DEGREE RECEIVED	DATE RECEIVED

EXPERIENCE:

List dates of employment in chronological order, starting with the most recent. List only employment actually spent in landscape architecture, architecture, civil engineering or self-employment as a licensed landscape contractor. Each entry must be supported with a Certification of Experience form, unless you were/are a self-employed licensed landscape contractor for that time period. However, a copy of your license is required.

PERIOD OF EMPLOYMENT	BUSINESS NAME, ADDRESS AND TELEPHONE NUMBER	NAME AND LICENSE # OF DIRECT SUPERVISOR
FROM TO _____ TOTAL: YR. ____ MO. ____ FULL-TIME ____ PART-TIME ____ HOURS PER WEEK: _____		
FROM TO _____ TOTAL: YR. ____ MO. ____ FULL-TIME ____ PART-TIME ____ HOURS PER WEEK: _____		
FROM TO _____ TOTAL: YR. ____ MO. ____ FULL-TIME ____ PART-TIME ____ HOURS PER WEEK: _____		

Have you ever been convicted of a crime? ☐ Yes ☐ No

If yes, please explain below:

Convictions dismissed under Section 1203.4 of the Penal Code must be shown. However, **you may omit:**

- ◆ Any traffic infraction for which the fine imposed was \$300 or less.
- ◆ Any offense which was adjudicated in a juvenile court or under a youth offender law.
- ◆ Any incident that has been sealed or disposed of under Welfare and Institutions Code Section 781 or Penal Code Sections 1000.5 or 1203.45

ALL OTHER CONVICTIONS MUST BE DISCLOSED

Indicate the date and place of the arrest, name of the court, court case number, code section violated, a brief explanation of the offense, and the sentence imposed. If convicted under another name, please indicate other name.

Have you ever been disciplined by another public agency? ☐ Yes ☐ No

If yes, please explain below.

I certify under penalty of perjury under the laws of the State of California that the information contained in this application is true and correct.

Signature: _____ Date: _____

All items are mandatory. The information provided will be used to determine qualifications for licensure. The Executive Officer of the California Architects Board is responsible for information maintenance. Please read the attached disclosures for more information.

INSTRUCTIONS AND DISCLOSURES

The following documentation must be received by the LATC prior to the Application being reviewed:

1. Application evaluation fee of \$35.00.
2. Fee for LARE Sections C and/or E.
3. Sealed/Official school transcripts (Include only transcripts used towards qualifying under educational credit).
4. Certification(s) of Experience.
5. If applicable, reasonable accommodation request and all required documentation.

The LATC recognizes its responsibilities under the Federal Americans with Disabilities Act and the California Fair Employment and Housing Act by providing testing accommodations for applicants who can substantiate the need for accommodations. A Reasonable Accommodations Request Form is available upon request or may be downloaded at www.larc.ca.gov. The request must be submitted along with this application for consideration of reasonable accommodation.

Applications will not be considered until all information has been received. It is the candidate's responsibility to ensure that the entire packet is complete and postmarked by the applicable deadline. Once approved, a candidate will be scheduled for Sections C and/or E, if applicable and will be issued a Notice of Eligibility for purposes of registering for Sections A, B, and/or D with CLARB.

Social Security Number Disclosure. Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405(c) (2) (C)) authorizes collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 11350.6 of the Welfare and Institutions Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, your application for initial or renewal license will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

Collection and Use of Personal Information. The Landscape Architects Technical Committee of the Department of Consumer Affairs collects the personal information requested on this form as authorized by Business and Professions Code Sections 5630, 5650, 5651, 5652 and Civil Code Section 1798.17. The Landscape Architects Technical Committee uses this information principally to identify and evaluate applicants for licensure, issue and renew licenses and enforce licensing standards set by law and regulation.

Mandatory Submission. Submission of the requested information is mandatory. The Landscape Architects Technical Committee cannot consider your application for licensure or renewal unless you provide all of the requested information.

Access to Your Information. You may review the records maintained by the Landscape Architects Technical Committee that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. We make every effort to protect the personal information you provide us. In order to follow up on your complaint, however, we may need to share the information you give us with the business you complained about or with other government agencies. This may include sharing any personal information you gave us.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law; or
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information. For questions about this notice or access to your records, you may contact the Landscape Architects Technical Committee, 2420 Del Paso Road Suite 105, Sacramento, CA 95834, (916) 575-7230 or email larc@dca.ca.gov. For questions about the Department of Consumer Affairs' privacy policy or the Information Practices Act, contact the Office of Privacy Protection, 1625 North Market Blvd, Sacramento, CA 95834, (866) 785-9663, or email privacy@dca.ca.gov.